



**CITY OF KELSO  
COMMUNITY DEVELOPMENT DEPARTMENT**

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## VARIANCE APPLICATION CHECKLIST

*The following checklist identifies information to be included with the application for Conditional Use. All of the following information must be submitted and the application fee must be paid before the application is considered complete. Please see the Kelso Municipal Code (KMC) Chapter 17.140 for more information.*

**I) Application Fees** - \$1,000 or \$400.00 for Administrative decision. Checks shall be made payable to the "City of Kelso." Additional applicable fees will be charged if other applications are attached including Administrative Decision (Site Plan Approval), or Shoreline Substantial Development Permits, etc.

**II) Three (3) folded and collated copies of the following information:**

- 1. Master Land Use Application Form** - shall be completed and signed in ink by the applicant.
- 2. Legal Description** – supplied by a title company or surveyor licensed by the State of Washington.
- 3. Title Report** - issued within 90 days of application, showing all persons having an ownership interest.
- 4. Narrative** - A written narrative shall be submitted with the application that addresses the following:
  - That such variance is necessary, because of special circumstances relating to the size, shape, topography, location, or surroundings of the subject property, to other properties in the vicinity and in the same zone in which the subject property is located.
  - That the granting of such variance will not be materially detrimental to the public welfare or injurious to the property or improvements in the vicinity and zone in which the subject property is situated.
  - If such permit for variance is denied, no reapplication shall be made within one year from the date of denial.
  - An approved variance will go with or be assigned to the subject property and shall not be transferable to another property.
  - No use variance shall be granted except for lawfully created pre-existing uses.

**5. Site Plan - reduced copies in 11" x 17" or 8 1/2" x 11" format showing at a minimum the following:**

- a)** Name of the proposal, date, scale, and north arrow.
- b)** Applicant's name, phone, and fax number.
- c)** Contact person's name, phone, and fax number.
- d)** Vicinity map.
- e)** The signature of the owner(s) of the land to be involved.
- f)** Location of existing and propose property lines with dimensions and area (square footage) of the lots.
- g)** Setbacks to all existing and proposed structures from the property lines. Indicate as to whether to remain or be removed
- h)** Location and names of existing and proposed right-of-way widths, streets, curb, gutter, sidewalks, driveways, drive isles, off-street parking, railroads, alleys, bicycle parking, and pedestrian and bicycle pathways.
- i)** The Base Flood Elevation (BFE) benchmarks if the subject property is located in the 100-year floodplain.
- j)** The high water mark boundaries if the proposed subdivision borders a river, stream, wetland, or lake, etc.
- k)** Location of existing and proposed private and public utilities including water, sewer, and storm drain, etc.
- l)** Location of existing and proposed private and public easements.
- m)** Any additional information determined to be necessary to demonstrate compliance with any other portions of the Kelso Municipal Code (KMC).